<u>I am a client and/or a manager and -</u>

I am trying to get an employee access to their employee portal / mobile app:

Email your Payroll Specialist with the employee's name and their email address and your Payroll Specialist will send the employee a direct registration email with an embedded link.

Note: Employees will first have to gain access to the web version before the app version. If the employee is requesting access to the mobile app, two emails may need to be sent. The first requesting access to the web portal and then once the employee notifies you that they have that access, a second email requesting access to the mobile app will need to be sent.